MEETING MINUTES

# Topic: Project Requirements

## WED, September 4, 2019

## 6:30 pm – 8:15 pm

**Minutes recorded by Abdullah Almarri**

**Meeting called by** **Abdullah Almarri**

Attendees: Lahdan Alfihan, Meshal Alghammas, Mohammed Janshah, Abdullah Almarri

Please bring: **Laptops.**

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 6:30 pm to 6:40 pm | **Discussion of Project Description**   * Discussion led by Mohammed Janshah. * Microsoft sign up and prepare for Team charter. | Room 202 |
| 6:40 pm to 7:20 pm | Discussion of Team charter  * Discussion led by Mohammed Janshah. * Focus is set on functionality and performance. * For Testing Engineer task that is choose from All members. * The project manager is Meshal . * The logistics Manager and Manufacturing Engineer is Lahdan. * Abdullah Almarri has a good experience and he is the Financial manager. * Either than Mohammed Janshah has a good experience with CAD and he is the engineer of this task. * Meeting times Mon. 7:40pm – 9pm, Fri. 8pm – 11pm | Room 202 |
| 7:20 pm to end | Plan for next meeting  * We are waiting for Leah response for Meeting. * Bring laptops. * Set up CNs and ERs meeting with Leah. | Room 202 |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Complete Team Charter | Team | 9/6/19 | TBD |

**Next formal meeting: 9/9/19,Engineering Building, at 7:40pm.**